



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
WALTER REED HEALTH CARE SYSTEM
WALTER REED ARMY MEDICAL CENTER
6900 GEORGIA AVENUE, NORTHWEST
WASHINGTON, DC 20307-5001

MCHL-CI

6 February 2006

MEMORANDUM FOR RECORD

SUBJECT: Intramural Travel Funds

1. The Department of Clinical Investigation (DCI) authorizes up to \$1000.00 for travel related to intramural protocols. Details for use are provided in the Principal Investigator (PI) guide.
2. Defense Travel System (DTS) implementation requires changes to the methods of accessing these funds. Split funding is no longer possible. In order to ensure timely and accurate payment of funds all travel (DD1610's) will be initiated by respective services using their funding sources. To receive reimbursement a Memorandum of Agreement (MOA) will be initiated prior to travel agreeing to payment of up to but not exceeding \$1000.00. These funds will be cost transferred from DCI to the proper service upon proof of completion of travel. Proof of travel must include hard copy, fax or PDF email of the DD 1351-2, SF 1034 or receipt of registration cost, DD 1610 and any receipts related to the request for reimbursement.
3. All travel claim related issues will be the responsibility of the traveler.
4. Point of Contact for all cost transfer related issues will be SSG Lee, Joseph D. at 782-6391.

1 Encl

1. Sample MOA

Charles E. McQueen

CHARLES E. MCQUEEN

COL, MC

Chief, Department of Clinical Investigation